



## THE CITY OF EL MIRAGE ANNOUNCES AN EMPLOYMENT OPPORTUNITY

### OPEN COMPETITIVE POLICE OFFICER - LATERAL

Salary Range: \$22.39 - \$36.47 per hour

Excellent Benefits

*This recruitment is for the purpose of establishing an eligibility list for future vacancies*

#### **SUMMARY**

The purpose of this position is to patrol designated areas and respond to calls for service, enforce criminal and traffic laws, investigate crimes and crime scenes, write reports, testify in court, train, and supervise as required. May be assigned to special assignments such as training coordinator, motorcycle officer, and other related assignments.

#### **MINIMUM QUALIFICATIONS**

Three (3) years successful experience as a sworn police officer, preferably with a Phoenix metropolitan law enforcement agency and high school diploma or GED equivalency, supplemented by college level coursework in criminal justice, or a related field; Associates Degree is preferred. **SPECIAL REQUIREMENTS:** Valid Arizona driver's license and Arizona POST certified at time of application. Appointment subject to successful completion of background investigation, polygraph, psychological and drug test.

*Refer to Job Description for additional information*

#### **EXAMINATION**

The City reserves the right to consider only the most highly qualified applicants / candidates for the succeeding examination processes. Training/Experience Evaluation, Interview, Background Investigation, Polygraph, Psychological, and Drug test.

#### **APPLY TO:**

City of El Mirage Human Resources Department  
12145 NW Grand Avenue, El Mirage, AZ 85335

#### **APPLY BY:**

Apply Immediately – Open Until Filled  
First Review of Applications – October 17, 2011

#### **ADDITIONAL LATERAL HIRE INFORMATION**

*Not required to undergo written examination*

*Not required to attend POST academy*

*Special Assignments and promotional opportunities available*

*Accelerated FTO program*

*Application forms are available for download at <http://az-elmirage2.civicplus.com/jobs.aspx>*

*Incomplete applications or resumes in lieu of applications will not receive consideration.*

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Human Resources Department regarding testing or job performance modifications, the City will make every effort to offer reasonable accommodations for qualified applicants and employees with disabilities.

THE CITY OF EL MIRAGE is an **Equal Opportunity Employer**

Phone: 623-876-2949 Website: [www.cityofelmirage.org](http://www.cityofelmirage.org)

# Title: Police Officer

Department: Police  
Supervised By: Sergeant  
Supervises: No  
Job Classification: MOU  
FLSA Status: Non-Exempt  
Safety Sensitive Position: Yes  
Created: 01/13/06  
Revised: 04/2011

## **BRIEF DESCRIPTION:**

The purpose of this position is to patrol designated areas and respond to calls for service, enforce criminal and traffic laws, investigate crimes and crime scenes, write reports, testify in court, train, and supervise as required. May be assigned to special assignments such as training coordinator, motorcycle officer, and other related assignments.

## **ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Responds to calls for service by contacting complainants and suspects, conducting investigations, gathering information, completing interviews, documenting facts, making arrests when necessary, and writing reports.; is responsible for implementing community policing activities which include but are not limited to initiating and furthering "beat projects" to address public safety concerns in their assigned area.
2	M	Patrols designated areas by operating the patrol vehicle/motorcycle, walking, observing, watching for traffic violators, and providing customer service.
3	L	Conducts crime investigations by locating physical evidence, victims, witnesses, and suspects, gathering statements, investigating the crime scene, coming to a conclusion about the crime, and making arrests when necessary.
4	M	Performs all duties as assigned including but not limited to by testifying in court, holding training sessions, acting as detention/booking officer, assisting other bureaus, serving warrants, provide for traffic control, operator radar and other devices, and may be assigned to training field officers.
5	S	Maintains regular attendance.

## **JOB REQUIREMENTS:** -Description of Minimum Job Requirements-

Formal Education	High school diploma or GED equivalency, supplemented by college level coursework in criminal justice, or a related field. Associates Degree is preferred; or any equivalent combination of education and experience that provides the skills required to perform the work.
------------------	--

Experience	Three (3) years successful experience as a sworn police officer, preferably with a Phoenix metropolitan law enforcement agency.
Supervision	May occasionally take the lead in the coordination of projects or provide training to field personnel.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills:	Knowledge of: law enforcement principles, practices, and equipment, support services, investigative work, standard rules and regulations of a law enforcement agency, methods and techniques of interrogation, preservation of evidence and its admission into court. Skill in: observing situations analytically and objectively, making quick decisions, and documenting information clearly and completely, gathering, analyzing, and evaluating facts and evidence; applying law enforcement principles and practices; managing difficult situations firmly, courteously tactfully and impartially; establishing and maintaining effective working relationships with others, both orally and in writing.
Budget Responsibility	None
Reading	Work requires the ability to read code books, manuals, reports, policies, procedures, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, briefings, citations, letters, and general correspondence.
Certification & Other Requirements	Arizona POST certified at time of application; valid Arizona driver's license. Appointment subject to successful completion of background investigation, polygraph, psychological and drug test.

## OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium <b>X</b>	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

## PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time	F Frequently 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
--	--	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Directing traffic, crowd control, during inspections
Sitting	F	Deskwork, driving
Walking	F	Foot patrol, conducting searches, around crime scenes
Lifting	O	Changing tires, barricades, equipment, property
Carrying	O	Equipment, gear bags, evidence, property, files
Pushing/Pulling	R	Vehicles, barricades, equipment
Reaching	F	Radio, equipment, suspects
Handling	F	Firearms, evidence, suspects, equipment
Fine Dexterity	F	Computer keyboard, writing, telephone keypad, firearms
Kneeling	F	Taking cover, during inspections, pursue and arrest suspects
Crouching	F	Taking cover, during inspections, pursue and arrest suspects
Crawling	F	Taking cover, pursue and arrest suspects
Bending	F	Confrontations with suspects
Twisting	O	Confrontations with suspects, picking up items
Climbing	R	Ladders, trees, fences, stairs, walls, roofs
Balancing	O	On ladders, during chases
Vision	C	Patrolling, computer monitor, reading, driving, firearms
Hearing	C	Communicating with personnel and general public, on police radio
Talking	F	Communicating with personnel and general public, on police radio
Foot Controls	F	Driving,
Running	F	Chasing suspects through various conditions and distances
Jumping	F	Chasing suspects through and over various obstacles
Driving	F	Defensive driving techniques appropriate to situation

## MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Flashlight, handcuff, vehicle, radar gun, radios, firearms, first aid equipment, general office supplies, computer and related software.

**ENVIRONMENTAL FACTORS:**

C Continuous	F Frequent	O Occasional	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			O	
Chemical Hazards			O	
Electrical Hazards			O	
Fire Hazards			O	
Explosives			F	
Communicable Diseases			F	
Physical Danger or Abuse			C	

D Daily	W Several Times Week	M Several Times Month	S Seasonal	N Never
-Environmental Factors-				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				S
Physical Hazards				D

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing and gear common to police work, footwear, eyewear, gloves

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
--	--	--	----------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A